

CITY OF TONGANOXIE



January 16, 2024

7:00 Regular Meeting

City Council Chambers, 303 Bury Street, Tonganoxie, KS 66086

There may be an audio recording of the meeting which will be utilized to prepare the meeting minutes and the meeting may be broadcast on the City of Tonganoxie YouTube Channel

Honorable David Frese, Mayor
Council Members

Jacob Dale

Loralee Stevens

Chris Donnelly

Jennifer McCutchen

Matt Partridge

Open Regular Meeting – 7:00 p.m.

I. Pledge of Allegiance

II. Approval of Minutes – Regular meeting dated January 2, 2024

III. Consent Agenda

- a) Review bill payments

IV. Old Business

V. New Business

- a) Swearing in of Councilmember-Elect Jennifer McCutchen
- b) Presentation of City Logo Development Project
- c) Resolution 01-24-02: Approval of School Resource Officer Interlocal Agreement
- d) Consider Approval of Purchase of Police Tahoe Vehicles & Outfitting Costs
- e) Consider Approval of Tonganoxie Police Department Budget Amendment and Purchase Approval for Radio Grant LSSE
- f) Resolution 01-24-03: 2024 Fiscal Year GAAP Waiver
- g) City Manager Agenda
 - 1. December 2023 Financial Report
- h) City Attorney Agenda
- i) Mayor Pro Tem Agenda
- j) City Council Agenda
- k) Mayor Agenda
 - 1. Consider Library Board Appointment Recommendation

VI. Adjourn

Council Meeting Minutes
January 2, 2024
7:00 PM Meeting

I. Pledge of Allegiance

- Mayor Frese opened the meeting at 7:00 p.m.
- Mayor Frese led the pledge of allegiance.
- Mayor Frese, Mr. Partridge, Ms. Stevens, Mr. Donnelly and Mr. Dale were present. Ms. McCutchen was absent.
- City Manager George Brajkovic, Assistant City Manager Dan Porter, City Attorney Anna Krstulic, Public Works Director Kent Heskett and Municipal Court Clerk Lindsay Huntington were also present.

II. Approval of Minutes – Regular meeting dated December 18, 2023

- **Mr. Donnelly made a motion to approve draft minutes from the regular meeting dated December 18, 2023.**
- **Mr. Partridge seconded the motion.**
- **Vote of all ayes, motion carried.**

III. Consent Agenda

- a) Review bill payments
 - **Mr. Dale made a motion to approve the consent agenda.**
 - **Mr. Donnelly seconded the motion.**
 - **Vote of all ayes, motion carried.**

IV. Old Business

V. New Business

- a) Swearing in Mayor and City Council members following the November 2023 Election
 - Mr. Porter swore in reelected City Council member Jake Dale.
 - Mr. Porter swore in reelected Mayor David Frese.
- b) Ordinance No. 1517: Approval of Special Event Permit Application for the Rural Flavor; A Leavenworth County Wine and Grower Experience including consumption and sale of alcohol on City-owned property
 - Mr. Porter stated there will be alcohol sampling within a closed area of the library during a seminar presented by four local wineries.
 - Ms. Brockhofft stated the event is being co-sponsored by Rural Leavenworth Inc, Tonganoxie Farmers Market and Friends of the Tonganoxie Library. Ms. Brockhofft stated the goal is to build community around the food and wines produced in Leavenworth County.
 - Ms. Brockhofft also stated that participants of the seminar will need to purchase tickets in advanced to attend and a volunteer will be at the door to verify age. Each winery will provide participants with a 1oz wine sample. At the conclusion of the event each winery will have time to sell unopen bottles of wine for off premise consumption.
 - **Mr. Partridge made a motion to adopt Ordinance 1517 approving the consumption of alcohol for a private event to be held at the Public Library, 4th & Shawnee, on February 13, 2024, from 6-9:00 pm.**
 - **Ms. Stevens seconded the motion.**
 - **Vote of all ayes, motion carried.**
- c) Consider Approval of 2024 Cereal Malt Beverage (CMB) License Renewal Application for G&P Country Market
 - Mr. Porter stated the applications was received after the original deadline, therefore CMB sales will be restricted from the January 1, 2024 until all approvals are received. The applicant was made aware and agreed to the restrictions.

- City Staff has no concerns regarding the application.
 - **Mr. Dale made a motion to approve the 2024 renewal of the Cereal Malt Beverage Licenses for G & P Country Market to sell retail Cereal Malt Beverages in original unopened containers and not for consumption on premises.**
 - **Mr. Donnelly seconded the motion.**
 - **Vote of all ayes, motion carried.**
- d) Consider Approval of Payment of 2024 League of Kansas Municipalities Membership Fee
- Mr. Porter stated the League of Kansas Municipalities provides a variety of services to the City ranging from legislative lobbying interest, legal advice services, monthly publications and various other services and trainings.
 - Mr. Porter explained that fees are set with a base fee and a per capita and per assessed valuation fee based on the respective ratios amongst communities across the state. The fee was also factored into the 2024 adopted budget.
 - **Ms. Stevens made a motion to approve payment of the 2024 League of Kansas Municipalities Membership for the City of Tonganoxie in an amount not to exceed \$3621.62.**
 - **Mr. Partridge seconded the motion.**
 - **Vote of all ayes, motion carried.**
- e) Consider Approval of Public Works Loader Equipment Purchase
- Mr. Porter stated the review completed in 2023 of the existing loader equipment is aging and having more consistent operational and maintenance issues.
 - Mr. Porter stated the quote received is under the estimate cost. Budgeting for this item is coming from a variety of sources including the sewer and water operations fund, the water and sewer capital funds, and the capital projects fund.
 - **Ms. Stevens made a motion to authorize staff to purchase a 2024 Case 621G Zbar Loader & 72" wide manual forks attachment from VLP an Equipmentshare Company for an amount not to exceed \$162,132.54 which includes the trade-in of the old equipment for \$31,000.**
 - **Mr. Donnelly seconded the motion.**
 - **Vote of all ayes, motion carried.**
- f) Consider Approval of Temporary Alcohol Permit for an on-premise event hosted by Basehor Linwood High School Project Grad on January 27, 2024 at 910 E 1st Street, Tonganoxie, KS
- Mr. Porter stated this event has been reviewed by staff for any zoning issues and found none. Event sponsors have been made aware all alcohol sales must end at 9 pm per City Code.
 - Mr. Porter stated the Police Department has reviewed the application and has no concerns.
 - **Mr. Donnelly made a motion to approve the Temporary Alcohol Permit for an On-Premise Event hosted by BLHS Project Grad on January 27, 2024 at the VFW located at 910 E 1st Street, Tonganoxie, KS.**
 - **Mr. Dale seconded the motion.**
 - **Vote of all ayes, motion carried.**
- g) City Manager Agenda
1. Presentation of the 2024 Budget Book.
 - Mr. Porter stated the 2024 adopted budget was approved by the City Council on September 5, 2023 and staff has completed the draft 2024 budget book. Mr. Porter stated although there is no legal requirement to compete such a publication however it is a good practice for transparency.
 - Mr. Porter stated the Police Department has reviewed the application and has no concerns.
 2. Executive Session for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship

- **Ms. Stevens moved that the City Council recess into executive session to obtain legal advice related to correspondence received from Unilock Chicago, Inc. pertaining to the Real Estate Contract of Sale between the City and Unilock, pursuant to the attorney-client consultation exception, K.S.A. 75-4319(b)(2). The executive session will include the City Attorney, City Manager, and Assistant City Manager. The open meeting will resume in the City Council chamber at 7:43 p.m.**
- **Mr. Dale seconded the motion.**
- **Vote of all ayes, motion carried.**
- ...
- **Mayor Frese resumed the meeting at 7:43 p.m. and noted that no binding action was taken in executive session.**

h) City Attorney Agenda

1. Executive Session for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship
 - **Ms. Stevens moved that the City Council recess into executive session to obtain legal advice regarding communications received from the County about a recent annexation, pursuant to the attorney-client consultation exception, K.S.A. 75-4319(b)(2). The executive session will include the City Attorney, City Manager, and Assistant City Manager. The open meeting will resume in the City Council chamber at 8:05 p.m.**
 - **Mr. Dale seconded the motion.**
 - **Vote of all ayes, motion carried.**
 - ...
 - **Mayor Frese resumed the meeting at 7:57 p.m. and noted that no binding action was taken in executive session.**
 - **Ms. Stevens made a motion to add something to the agenda.**
 - **Mr. Donnelly seconded the motion.**
 - **Vote of all ayes, motion carried.**
 - Ms. Krstulic stated Resolution 01-24-01 is being added to the agenda. This resolution is requesting the Board of County Commissioners of Leavenworth County, Kansas to make a finding that the annexation of certain real property not adjoining the primary boundary of the City of Tonganoxie, Kansas will not hinder or prevent the proper growth and development of the area or any other incorporated city within Leavenworth County, Kansas.
 - Ms. Krstulic stated this is related to the recent annexation that was completed and the concerns of the County. Ms. Krstulic stated this resolution is intended to address those concerns.
 - **Mr. Dale made a motion to approve Resolution No. 01-24-01; a resolution requesting the Board of County Commissioners of Leavenworth County, Kansas to make a finding that annexation of certain real property not adjoining the primary boundary of the City of Tonganoxie, Kansas will not hinder or prevent the proper growth and development of the area or of any other incorporated city within Leavenworth Count, Kansas pursuant to K.S.A. 12-520(c).**
 - **Mr. Partridge seconded the motion.**
 - **Vote of all ayes, motion carried.**

i) Mayor Pro Tem Agenda

j) City Council Agenda

k) Mayor Agenda

VI. Adjourn

- **Mr. Dale made a motion to adjourn the meeting.**
- **Mr. Partridge seconded the motion.**
- **Vote of all ayes, motion carried.**
- **Meeting adjourned at 8:09 p.m.**

Respectfully submitted,

Lindsay Huntington

Lindsay Huntington, Municipal Court Clerk

DRAFT



City of Tonganoxie, KS

My Check Report

By Check Number

Date Range: 12/30/2023 - 01/12/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1218	Amazon Capital Services, Inc	01/05/2024	Regular	0	736.31	52279
0034	AT&T ACCESS TRANSPORT SERVICES	01/05/2024	Regular	0	78.01	52280
1355	BENJAMIN RIOUX	01/05/2024	Regular	0	800	52281
0056	BLUE CROSS AND BLUE SHIELD	01/05/2024	Regular	0	38043.21	52282
1429	DALE WILLEY AUTOMOTIVE	01/05/2024	Regular	0	125.06	52283
1263	ESO SOLUTIONS INC	01/05/2024	Regular	0	208.53	52284
0671	Evergy	01/05/2024	Regular	0	162.62	52285
0250	HONEYCREEK DISPOSAL SERVICE	01/05/2024	Regular	0	33000.76	52286
1304	ICC GENERAL CODE, INC	01/05/2024	Regular	0	211.5	52287
1121	Jerome Gorman	01/05/2024	Regular	0	1100	52288
0319	KANSAS ALCOHOLIC BEVERAGE CONTROL LICE	01/05/2024	Regular	0	25	52289
1047	Kansas City Metropolitan Crime Commission	01/05/2024	Regular	0	275	52290
0964	KDOR - MISC TAX	01/05/2024	Regular	0	2430.46	52291
0757	KEBRA CHILSON	01/05/2024	Regular	0	420	52292
1271	KENNETH J MOORE	01/05/2024	Regular	0	800	52293
0371	KS ASSOCIATION OF CITY/CO MGMT	01/05/2024	Regular	0	400	52294
0421	LV CO REGISTER OF DEEDS	01/05/2024	Regular	0	89	52295
1246	Mallory Rae Pino	01/05/2024	Regular	0	202	52296
0732	METLIFE	01/05/2024	Regular	0	422.75	52297
0857	MIDCONTINENT COMMUNICATIONS	01/05/2024	Regular	0	368.91	52298
0857	MIDCONTINENT COMMUNICATIONS	01/05/2024	Regular	0	418.2	52299
0857	MIDCONTINENT COMMUNICATIONS	01/05/2024	Regular	0	48.39	52300
1318	MUTUAL OF OMAHA INSURANCE COMPANY	01/05/2024	Regular	0	250.77	52301
0959	OFFICE OF THE KANSAS STATE TREASURER	01/05/2024	Regular	0	1745.62	52302
0548	RECORDNEWS	01/05/2024	Regular	0	770.15	52303
0579	SECURITY BENEFIT - 457	01/05/2024	Regular	0	4990.71	52304
1014	The League of Kansas Municipalities	01/05/2024	Regular	0	3621.62	52305
0990	TIRE HUB	01/05/2024	Regular	0	481.48	52306
0614	T-MOBILE	01/05/2024	Regular	0	357.43	52307
0642	USPS	01/05/2024	Regular	0	1242.36	52308
1347	VERIZON CONNECT INC	01/05/2024	Regular	0	113.7	52309

Bank Code AP Bank Summary

Payment Type	Payable	Payment	Discount	Payment
	Count	Count		
Regular Checks	33	31	0.00	93,939.55
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	33	31	0.00	93,939.55

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	33	31	0.00	93,939.55
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	33	31	0.00	93,939.55

Fund Summary

Fund	Name	Period	Amount
998	Gen Fund-Pooled Cash	1/2024	93939.55
			93939.55

JANET KLASINSKI
Leavenworth County Clerk
300 Walnut, Leavenworth, KS 66048

PHONE: 913-684-0422
FAX: 913-680-1489
EMAIL: jklasinski@leavenworthcounty.gov

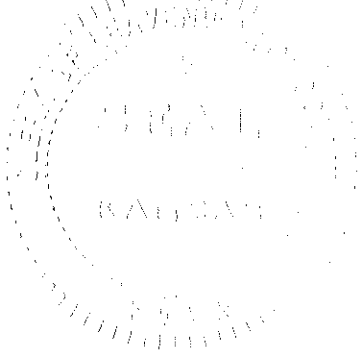
November 15, 2023

George Brajkovic
City Manager
P.O. Box 326
Tonganoxie, KS 66086

I, Janet Klasinski, County Election Officer of Leavenworth County, Kansas, do hereby certify the election results from the General Election held on the 7th day of November, 2023.

Mayor:	David Frese	542
City Council:	Jacob Dale	396
	Joshua Kleczka	143
	Jennifer McCutchen	351

Witness my hand and seal this 15th day of November 2023.





Janet Klasinski
County Election Officer

RESOLUTION 01-24-03

A RESOLUTION FINDING THAT FINANCIAL STATEMENTS AND FINANCIAL REPORTS PREPARED IN CONFORMITY WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) AS REQUIRED BY K.S.A. 75-1120a(a) ARE NOT RELEVANT TO THE REQUIREMENTS OF THE CASH BASIS LAW AND BUDGET LAWS OF THE STATE OF KANSAS AND ARE OF NO SIGNIFICANT VALUE TO THE GOVERNING BODY OR MEMBERS OF THE GENERAL PUBLIC OF THE CITY OF TONGANOXIE, KANSAS.

WHEREAS, the Governing Body of the City of Tonganoxie, Kansas (the "City"), has determined that financial statements and financial reports for the year ending 2024 prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of the State of Kansas and are of no significant value to the Governing Body or the members of the general public of the City; and

WHEREAS, there are no revenue bond ordinances or resolutions or other ordinances or resolutions of the City which require financial statements and financial reports to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) for the year ending 2024.

NOW, THEREFORE BE IT RESOLVED, BY THE GOVERNING BODY OF THE CITY OF TONGANOXIE, KANSAS:

Section 1: That the Governing Body hereby requests the director of accounts and reports to waive the requirements of K.S.A. 75-1120a(a).

Section 2: That, if granted the requested waiver, the Governing Body shall cause the financial statements and financial reports of the City to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of the State of Kansas.

ADOPTED BY THE GOVERNING BODY OF THE CITY OF TONGANOXIE, KANSAS, ON THIS 16th DAY OF JANUARY, 2024.

David Frese, Mayor

ATTEST:

Daniel Porter, Acting City Clerk

From: [Tonganoxie, KS via Tonganoxie, KS](#)
To: [Dan Porter](#)
Subject: Form submission from: City of Tonganoxie Boards and Advisory Committees Volunteer Application
Date: Tuesday, December 12, 2023 10:19:38 PM

Submitted on Tuesday, December 12, 2023 - 10:19pm
Submitted by anonymous user: 2001:48f8:b022:cb7::1c68
Submitted values are:

Name (First and Last): Cheyna Partridge

Upload File(s) - Letter of Interest and Resume:

<https://www.tonganoxie.org/system/files/webform/resume2023.docx>

Street Address: [REDACTED]

City: Tonganoxie

State: Kansas

Zip: 66086

Email: CheyPartridge@gmail.com

Phone Number: [REDACTED]

Are you a registered voter? Yes

Do you live within the city limits of Tonganoxie? : Yes

Where do you work? Please include your job title and a brief description of your job duties and responsibilities.: I am currently a home maker and mother of three while attending KU to pursue a Bachelor's in English with an emphasis on Creative Writing. I have taken classes pertaining to technical writing, which focuses on principles of technical communication. In these classes, I have learned to organize, develop, write, and revise various technical documents (e.g., letters, manuals, presentations, proposals, reports, resumes, websites) as well as basic skills in writing for nonprofits and grant writing.

What Board/Committee would you like to serve on? : Library Board

Why do you wish to serve on this board? : I see the positive impact that our library has on the community, serving as a hub for education, cultural enrichment, and creativity. I am passionate about getting involved in the efforts to keep our library growing and thriving for everybody.

What other Tonganoxie boards and committees have you served on? : none

Is this an application for a reappointment to a board you currently serve on? : No

Describe any work or volunteer experience that is related to the function of this board or committee. : I have strong written communication skills. My past job as the Activities Director at a local assisted living facility has given me experience in connecting residents with the community through attending library programs such as Bingo, and other community outreach such as creating and handing out gift bags for local teachers and volunteers of various institutions locally.

Select your highest education completed. : Associate Degree

Other information or comments: Will graduate with Bachelor's of English by estimated date of December, 2024.

The results of this submission may be viewed at:

<https://www.tonganoxie.org/node/2216/submission/4556>

Chey Partridge

Tonganoxie KS, 66086

CheyPartridge@gmail.com

Education

- University of Kansas** **2021-Present**
- Undergrad majoring in English with emphasis on creative writing
 - GPA 3.4
 - Estimated Graduation date: December, 2024
- Johnson County Community College** **2018-2020**
- Associate of Arts (AA)
 - GPA 3.5
- WeCareOnline** **2014**
- SSD Certificate (Social Service Designee)

Experience

Vintage Park Assisted Living, 2022

- Director of Activities

In charge of providing and directing all activities for the facility, including creating and maintaining a monthly calendar, taking residents on outing using faculty bus, running exercise program, inviting musical guests, maintained open communication with residents, family, and staff in order to provide the best individualized care, creation of care packets delivered to residents' rooms for quiet activities such as reading and puzzles.

Brandon Woods Senior Living Community **2011-2016**

- CNA (2011-2013)

Focused on meeting daily needs for residents with Alzheimer's and Dementia, including eating, toileting, and activities

- Social Service Designee (2013-2016)

Focused on needs of residents with Alzheimer's and Dementia by assisting with mental health assessments, checking their well-being, and maintaining timely charting on daily moods and behaviors. In charge of scheduling and holding care plan meetings with the interdisciplinary teams, residents, and their family members in order to stay up to date on individualized care plans. Assisted families with Medicaid applications. Performed shopping for residents' needs.

Dunn Brother's Coffee **2010-2011**

- Barista

Barista in fast-paced drive-thru setting, creating espresso drinks and smoothies for customers, and running the cash register. Opened, closed, took inventory, prepped, and cleaned. Performed excellent customer service and maintained good relationship with customer base.